

1247195 - R8 SDMS



EPA

United States
Environmental Protection Agency
Washington, DC 20460

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WORK ASSIGNMENT VERIFICATION

Contract No:GS-000F-0019L/SRC(2)

Region:8

Program:Risk Assessment

WA No.Task Order # 840

January 2009 Invoice

WAM: Victor Ketchapper

Date Submitted to WAM:

02/25/2009

Due to PO on:

03/03/09

PERFORMANCE

If a rating is 1 - unsatisfactory, the problem will be addressed immediately by the P.O.

Check One for Each Criterion:

4 - Outstanding 3 - Exceeds Expectations 2 - Satisfactory 1 - Unsatisfactory

(New rating for ROC - no award fee will be given for a 2 or below)

RATING

PROJECT PLANNING

4 3 2 1

*Sets schedules and priorities for the accomplishment of all work under the work assignment

*Maintains regular communication with Agency personnel and provides appropriate information enabling Agency personnel to keep abreast of work assignment progress

*Compliance of contract and work assignment requirements

*Development of work plan

TECHNICAL COMPETENCE AND INNOVATION

4 3 2 1

*Technical quality of deliverables

*Ability to meet work plan goals and objectives

*Adherence to regulations, procedures, and guidelines

*Effectiveness and thoroughness of analysis

*Creativity and ingenuity in approach

*Ability to support other organizations involved at site

SCHEDULE AND COST CONTROL

4 3 2 1

*Development and maintenance of planned schedules and budgets for deliverables provided by the work assignment

*Ability to minimize and control the cost

*Quality of deliverables

*Elimination of duplication of effort

RESOURCE UTILIZATION

4 3 2 1

*Effective use of resources

*Appropriateness of professional mix to ensure quality of work while minimizing cost and time expenditures

*Effectively manage subcontractor's costs and resources, eliminate cost duplication by subcontractors

*Assure contract compliance by subcontractors

*Effectively monitor subcontractor performance

*Adherence to subcontracting plan

REPORTING

4 3 2 1

*Timeliness of deliverables

*Accuracy and completeness of data

*Clarity and thoroughness of reports and documents

*Thoroughness in dealing with all aspects of the project

EFFORT

4 3 2 1

*Identify and resolve problems

Performance Highlights or Problems



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INVOICE/VOUCHER REVIEW

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ELEMENT	ITEM	YES	NO	N/A
Labor	1. LOE commensurate with effort and appropriate for WA.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
	2. Labor mix appropriate and consistent with WA needs.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Travel	3. Purpose of trips known, necessary and approved for WA.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
	4. Local travel expenses are warranted and reasonable.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
ODCs	5. ODC charges necessary to support WA and reasonable for work provided.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
	6. Adequate breakout of ODCs provided to evaluate reasonableness.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Team Subs	7. LOE and other charges are reasonable for WA support provided and consistent with WP.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Subcontracts	8. Subcontract charges consistent with the work performed.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A

Invoice Comments or Issues:

All work is completed for this task order

Performance overall is (check one):

☒ Satisfactory

☐ Unsatisfactory

Costs are (check one):

☒ Reasonable

☐ Unreasonable

☐ I recommend that costs be suspended. State how much and reason why.

WAM Signature:

Date: 3-4-09